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Lucas County Information Services Checklist for Hardware/Software/Services

Department: Recorder

Requestor: Julie East

Funding Account & Description: 2230-3120-530100

Req. Date: August 20

Vendor: CDWG

Type of Request (check all that apply):

☒ HW ☐ SW ☐ Services/New☒ Purchase ☐ Lease ☐ Subscription☒ State Term Contract ID NJPA☐ Services/Support Renewal
Original Purchase Date

Description or Nature of Request and for whom this is intended: Recorder is requesting to purchase one HP LaserJet Pro 400 M401DW. The printer will be used in the Data Entry Department by JCzerniak, ARobinson, & ESmith.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
2707523 HP LJ Pro 400 M401DW	2707523		1	\$ 280.33	\$ 0.00	\$ 280.33
FREIGHT	2707523		1	\$ 14.28	\$ 0.00	\$ 14.28
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 294.61

**Lucas County Information Services
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Planned Location:	<div style="border: 1px solid black; padding: 2px;">Desktop</div>	If Other please specify:	<div style="border: 1px solid black; height: 20px;"></div>
Network Connection Required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
LCIS installation assistance needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>
LCIS on-going support required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
ITB or RFP completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
LCIS Management review completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<div style="border: 1px solid black; width: 150px; height: 20px;"></div> Exclusion
DP Board Approved?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<div style="border: 1px solid black; width: 150px; height: 20px; padding: 2px;">Standard printer</div> Exclusion
DP Board Date of Approval:	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>		

Business Reason or Justification:

Replacing a failed HP 620N printer.

Comments:

Billing/Ship To: Office of Phil Copeland, Lucas County Recorder
One Government Center, Suite 700
Toledo, OH 43604
419-213-4408
Reviewed and prepared by Jeremy Burnat.
Reviewed and approved by George Webb.

**LCIS
Approver
Name**

**LCIS
Approver
Signature**

G. Webb

Date

8/20/2015



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GKCF329	7026178	8/10/2015

BILL TO:
LUCAS COUNTY RECORDER
1 GOVERNMENT CTR STE 700

SHIP TO:
LUCAS COUNTY RECORDER
Attention To: JULIE EAST
1 GOVERNMENT CTR STE 700

Accounts Payable
TOLEDO , OH 43604-2257

TOLEDO , OH 43604-2257
Contact: JULIE EAST 419.213.4408

Customer Phone #419.213.4400

Customer P.O. # M401 LASER PRINTER
QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877.325.3701		UPS Ground (1- 2 day)	Request Terms	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	2707523	HP LASERJET PRO 400 M401DW Mfg#: CF285A#BGJ Contract: NJPA 100614#CDW Technology Catalog 100614#CDW	280.33	280.33
		SUBTOTAL		280.33
		FREIGHT		14.28
		TAX		0.00
				US Currency
TOTAL				294.61

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.705.8283

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515